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Meeting Minutes

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9-11-2009

# September 11, 2009 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
September 11, 2009**

Vice Chairperson Dr. Gail Ball called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren, Ms. Dunham, Ms. Saltsman

Members Absent: Mr. Coleman, Mr. McCoy

**Approval of the September 11, 2009 Agenda**

Ms. Seif moved and Ms. Higgs-Horwell seconded a motion to approve the September 11, 2009 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the July 10, 2009 Board Meeting Minutes**

Ms. Higgs-Horwell moved and Mr. Warren seconded a motion to approve the July 10, 2009 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Approval of the August 25, 2009 Executive Committee Meeting Minutes**

Mr. Warren moved and Mr. Mooney seconded a motion to approve the August 25, 2009 Executive Committee Meeting Minutes. Without discussion, the Board unanimously approved said minutes.

**President's Report**

Dr. Morris summarized the written report that she submitted to the Board and is made a part of these minutes.

**Committee Reports**

**Academic Affairs Committee – Mr. Jim Warren**

Mr. Warren reported on behalf of the Academic and Student Affairs Committee and said the Committee had one action item.

Mr. Warren said the Academic and Student Affairs Committee recommended approval of Resolution ASA09-09, Approval of Policy 2.11 Revision, Faculty Workload. Mr. Warren said the revisions to this policy would bring it into line with state requirements. Mr. Warren said the President and Provost recommended these revisions to the workload policy in connection with the changing needs of the University's undergraduate programs and the establishment of the category of full-time instructors setting the academic year classroom teaching load for full-service faculty at 24 credit hours and for full-time

instructors at 30 credit hours. Mr. Warren moved and Ms. Seif seconded a motion to approve Resolution ASA09-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Warren reported on the Academic and Student Affairs Committee informational items.

Mr. Warren said that Dr. Dave Todt, Provost and Vice President of Academic Affairs, presented information on the new director's position for the Center for International Programs and Activities. He said the program was getting too much for one person to handle with over 30 international students now attending SSU.

Mr. Warren said that Dr. Todt presented the Faculty Statistics Report noting that there were 149 full service faculty.

Mr. Warren said Dr. Todt reported on the 2009 Faculty Professional Day.

Mr. Warren said Dr. Darrell Rudmann, Interim Associate Provost, reported on the Adjunct Academy. Mr. Warren said this is a new program that is on-line and will help to develop adjunct faculty to a more professional level.

Mr. Warren said Ms. Jonica Burke, Registrar, presented the 2009 Fall Semester Enrollment Report. Mr. Warren said the 15-day enrollment was 4,220 for undergraduate students and 80 for graduate students.

Mr. Warren said Ms. Maggie O'Malley, President of the Student Programming Board, reported on the activities of the SPB. He said the SPB has been very active with activities including game night, midnight bowling, and a 911 program.

Mr. Warren said Dr. Jim Settle, Vice President Student Affairs, reported on a variety of topics including the 2009 Fall Housing Report, Upward bound and Upward Bound Math/Science Summer Programs and the first Part-time Job Fair.

#### **Finance and Facilities – Mr. Dan Mooney**

Mr. Mooney reported on behalf of the Finance and Facilities Committee and said the Committee had nine action items.

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F11-09, Affirmation of Faculty Contract Approval. Mr. Mooney said this resolution affirms the action taken by the Executive Committee approving the recently negotiated faculty contract for the period of 2009 through 2010. He said affirmation by the Board of Trustees of the action by the Executive Committee is recommended by the Finance and Facilities Committee. Mr. Mooney expressed appreciation to the negotiating teams for their hard work on this contract. Mr. Mooney moved and Mr. Lodwick seconded a motion to approve Resolution F11-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F12-09, Contract Extension for Provost/Vice President for Academic Affairs. Mr. Mooney said Dr. Todt had been with the University for 34 years and continues to provide strong leadership. He said this contract would be effective July 1, 2009 through June 30, 2014. Mr. Mooney moved and Ms. Seif seconded a motion to approve Resolution F12-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommend approval of Resolution F13-09, Approval of Full-Time CIPA Position. Mr. Mooney said John Lorentz retired and the CIPA program is a program that continues to grow. He said this action will add a little definition to the program. Mr. Mooney moved and Mr. Warren seconded a motion to approve Resolution F13-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F14-09, Approval of Program Specialist Position. Mr. Mooney said this position was for a one-year term for the WIRED Project per the Memorandum of Understanding. Mr. Mooney moved and Ms. Seif seconded a motion to approve Resolution F14-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F15-09, Approval of Policy 4.78, Identity Theft. Mr. Mooney said identity theft continues to rise and the University must comply with the Federal Trade Commission's "red flag rules" regarding identity theft. He said the University must implement a program to identify, detect and respond to any red flags to mitigate identity theft. Mr. Mooney moved and Ms. Higgs-Horwell seconded a motion to approve Resolution F15-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F16-09, Foundation Resolution. He said this amendment to Foundation Policy 22.0 concerns Government, Management and Disclosure and is necessary to comply with IRS requirements. Mr. Mooney moved and Ms. Higgs-Horwell seconded a motion to approve Resolution F15-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F17-09, Tuition and student Fees – Revised. Mr. Mooney said tuition had not been increased in the last two years

and state funding has and will continue to be reduced. He said tuition would increase 3.5% during 09/10 academic year. Mr. Mooney moved and Ms. Seif seconded a motion to approve Resolution F17-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F18-09, Fiscal year 2010 General Fund Budget. Mr. Mooney said the proposed general fund budget recommends spending levels which plan the use of fund balance and anticipated revenue estimates for fiscal year 2010. He said the budget is based on the estimated state subsidy and instruction and other fees. Mr. Mooney said this budget proposal is recommended by the President. Mr. Mooney moved and Mr. Lodwick seconded a motion to approve Resolution F18-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney said the Finance and Facilities Committee recommended approval of Resolution F19-09, Fiscal Year 2010 Auxiliary and Agency Budget. Mr. Mooney said the proposed budget reflects FY2010 spending levels that fall within the general fee, other revenue estimates associated with the auxiliary and agency accounts, and use of fund balance. Mr. Mooney said the President has endorsed the proposed budget. Mr. Mooney moved and Mr. Warren seconded a motion to approve Resolution F19-09.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Seif, Mr. Warren

Nays: None

Mr. Mooney reported on the Finance and Facilities Committee informational items.

Mr. Mooney said in accordance with Policy 5.16Rev., the personnel appointments for the period July 2, 2009 to August 28, 2009 were reported in the attached consolidated report.

Mr. Mooney said that Ms. Elinda Boyles, Vice President for Finance and Administration, reviewed the general fund revenues and expenditures pace report, fiscal year to date through June 2009.

Mr. Mooney also said Ms. Boyles reported on the University's investment activity. Mr. Mooney said he was glad to report that given a snapshot from September to September, it appears our portfolio has made a lot of recovery.

Mr. Mooney said Ms. Boyles reviewed the capital status report that reflects current information on major capital projects. Mr. Mooney said there are a lot of projects put on hold due to the economy. He said the UC renovation was continuing and moving ahead.

#### **Reports, if any, from Board Liaisons with other Organizations**

None.

#### **New Business**

None.

**Comments from Constituent Groups (if any) and the Public**

Mr. Lodwick said he spent about an hour in the UC last week and said it is very exciting to see the wonderful facilities our students and staff are enjoying. He said the money to renovate the UC was money well spent.

**Other Business**

None.

**Executive Session, if necessary**

None.

**Adjournment**

The Board was adjourned by acclamation at 2:00 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees